

# GENERAL SERVICES ADMINISTRATION Multiple Award Schedule Authorized Federal Supply Schedule Price List



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu-driven database system. The Internet address for GSA Advantage! is <https://www.gsaadvantage.gov>.

FSC Group: **Professional Services**

FSC Class: **R408, R703, R704**

Contract #: **GS-23F-0102X**

**Contract Period:** August 22, 2011 - August 21, 2026



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[sales@ifoscorp.com](mailto:sales@ifoscorp.com)



Business size: Small  
Facility Clearance Level: Secret

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

Price list current as of Modification #PS-0043, effective March 30, 2022  
Prices Shown Herein are Net (discount deducted)



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## CONTRACT INFORMATION

### 1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<u>SIN #</u>	<u>Maximum Order Per SIN</u>	<u>SERVICE</u>
541211	\$1,000,000	Auditing Services
541214	\$1,000,000	Payroll Services
541219	\$1,000,000	Budget and Financial Management Services
541611	\$1,000,000	Management and Financial Consulting, Acquisition and Grants Management Support, Financial & Performance Audits, and Business Program and Project Management Services
541211RC, 541214RC 541219RC, 541611RC	\$1,000,000	Disaster and Recovery
OLM, OLMRC OLMSTLOC	\$1,000,000	Order Level Materials

### 1b. LOWEST PRICE MODEL NUMBER AND PRICE FOR EACH SIN

Hourly pricing for Option Period 2 for the labor categories awarded under SINs (as shown in item #1a above) are listed with labor categories in each Service Area. Awarded prices are based on the Contractor's commercial market prices and escalation is based on clause I-FSS-969, paragraph (b)(1), Economic Price Adjustment-FSS Multiple Award Schedules, with a fixed annual escalation rate of 2% for Option Period 2. All prices include the 0.75% IFF. Labor categories applies to the entire schedule of approved SINs listed in Item 1a.

### Auditing Services - SIN#: 541211, 541219, 541611

PROFESSIONAL HOURLY RATES - USD					
Option Period 2 - CONUS					
Performance Period					
Labor Category	01/21/2022- 08/21/2022	08/22/2022- 08/21/2023	08/22/2023- 08/21/2024	08/22/2024- 08/21/2025	08/22/2025- 08/21/2026
Engagement Manager	\$ 222.20	\$ 226.64	\$ 231.17	\$ 235.79	\$ 240.51
Audit Partner	\$ 205.70	\$ 209.81	\$ 214.01	\$ 218.29	\$ 222.66
Audit Manager	\$ 122.38	\$ 124.83	\$ 127.33	\$ 129.88	\$ 132.48
Audit Principal	\$ 205.70	\$ 209.81	\$ 214.01	\$ 218.29	\$ 222.66
Quality Control Specialist	\$ 145.80	\$ 148.72	\$ 151.69	\$ 154.72	\$ 157.81
Audit Supervisor	\$ 145.98	\$ 148.90	\$ 151.88	\$ 154.92	\$ 158.01
Systems Auditor	\$ 125.98	\$ 128.50	\$ 131.07	\$ 133.69	\$ 136.37
Senior Auditor	\$ 104.55	\$ 106.64	\$ 108.77	\$ 110.95	\$ 113.17
Auditor	\$ 82.43	\$ 84.08	\$ 85.76	\$ 87.48	\$ 89.23
Junior Auditor	\$ 59.43	\$ 60.62	\$ 61.83	\$ 63.07	\$ 64.33
Risk Management Analyst	\$ 94.76	\$ 96.66	\$ 98.59	\$ 100.56	\$ 102.57

## Accounting Services - SIN #: 541211, 541214, 541219, 541611

PROFESSIONAL HOURLY RATES - USD					
Option Period 2 - CONUS					
Performance Period					
Labor Category	01/21/2022- 08/21/2022	08/22/2022- 08/21/2023	08/22/2023- 08/21/2024	08/22/2024- 08/21/2025	08/22/2025- 08/21/2026
Project Manager	\$ 131.83	\$ 134.47	\$ 137.16	\$ 139.90	\$ 142.70
Accounting Manager	\$ 119.90	\$ 122.30	\$ 124.75	\$ 127.25	\$ 129.80
Senior Accountant	\$ 93.53	\$ 95.40	\$ 97.31	\$ 99.26	\$ 101.25
Accountant	\$ 82.43	\$ 84.08	\$ 85.76	\$ 87.48	\$ 89.23
Junior Accountant	\$ 59.43	\$ 60.62	\$ 61.83	\$ 63.07	\$ 64.33

## Financial Analysis Services - SIN #: 541211, 541214, 541219, 541611

PROFESSIONAL HOURLY RATES - USD					
Option Period 2 - CONUS					
Performance Period					
Labor Category	01/21/2022- 08/21/2022	08/22/2022- 08/21/2023	08/22/2023- 08/21/2024	08/22/2024- 08/21/2025	08/22/2025- 08/21/2026
Financial Manager	\$ 108.43	\$ 110.60	\$ 112.81	\$ 115.07	\$ 117.37
Senior Financial Analyst	\$ 80.02	\$ 81.62	\$ 83.25	\$ 84.92	\$ 86.62
Financial Analyst	\$ 70.49	\$ 71.90	\$ 73.34	\$ 74.81	\$ 76.31
Junior Financial Analyst	\$ 59.56	\$ 60.75	\$ 61.97	\$ 63.21	\$ 64.47
Senior Business Data Analyst	\$ 110.00	\$ 112.20	\$ 114.44	\$ 116.73	\$ 119.06
Business Data Analyst	\$ 92.48	\$ 94.33	\$ 96.22	\$ 98.14	\$ 100.10

## Budgeting Services - SIN #: 541219, 541611

PROFESSIONAL HOURLY RATES - USD					
Option Period 2 - CONUS					
Performance Period					
Labor Category	01/21/2022- 08/21/2022	08/22/2022- 08/21/2023	08/22/2023- 08/21/2024	08/22/2024- 08/21/2025	08/22/2025- 08/21/2026
Budget Manager	\$ 104.74	\$ 106.83	\$ 108.97	\$ 111.15	\$ 113.37
Budget Analyst SME	\$ 124.69	\$ 127.18	\$ 129.72	\$ 132.31	\$ 134.96
Senior Budget Analyst	\$ 93.17	\$ 95.03	\$ 96.93	\$ 98.87	\$ 100.85
Budget Analyst	\$ 81.39	\$ 83.02	\$ 84.68	\$ 86.37	\$ 88.10
Junior Budget Analyst	\$ 63.64	\$ 64.91	\$ 66.21	\$ 67.53	\$ 68.88
Senior Procurement Specialist	\$ 93.88	\$ 95.76	\$ 97.68	\$ 99.63	\$ 101.62

## Grants Management Services SIN #: 541219, 541611

PROFESSIONAL HOURLY RATES - USD					
Option Period 2 - CONUS					
Performance Period					
Labor Category	01/21/2022- 08/21/2022	08/22/2022- 08/21/2023	08/22/2023- 08/21/2024	08/22/2024- 08/21/2025	08/22/2025- 08/21/2026
Grants Manager SME	\$ 198.50	\$ 202.47	\$ 206.52	\$ 210.65	\$ 214.86
Senior Grants Management Specialist	\$ 102.36	\$ 104.41	\$ 106.50	\$ 108.63	\$ 110.80
Grants Management Specialist	\$ 85.29	\$ 87.00	\$ 88.74	\$ 90.51	\$ 92.32
Junior Grants Management Specialist	\$ 55.10	\$ 56.20	\$ 57.32	\$ 58.47	\$ 59.64

## Program Support Services SIN #: 541214, 541219, 541611

PROFESSIONAL HOURLY RATES - USD					
Option Period 2 - CONUS					
Performance Period					
Labor Category	01/21/2022- 08/21/2022	08/22/2022- 08/21/2023	08/22/2023- 08/21/2024	08/22/2024- 08/21/2025	08/22/2025- 08/21/2026
Senior Program Support	\$ 86.03	\$ 87.75	\$ 89.51	\$ 91.30	\$ 93.13
Program Support	\$ 74.67	\$ 76.16	\$ 77.68	\$ 79.23	\$ 80.81
Junior Program Support	\$ 69.59	\$ 70.98	\$ 72.40	\$ 73.85	\$ 75.33
Public Policy Analyst	\$ 92.15	\$ 93.99	\$ 95.87	\$ 97.79	\$ 99.75

**\*Note:** *Disaster and Recovery SIN # apply to professional services, when applicable.*

- 1c. LABOR CATEGORY DESCRIPTIONS: **The labor category descriptions for all awarded labor categories starts on page 11 below.**
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100**
4. Geographic coverage: **Domestic**
5. Point(s) of production: **9175 Guilford Road Suite 306 Columbia, MD 21046-2566 and customer designated locations**
6. Discount from list prices or statement of net price. **Government Net Prices (discounts already deducted.)**
7. Quantity discounts: **2% Off Initial Task Orders Exceeding \$300,000.00**

8. Prompt payment terms: **Net 30 Days.**  
**Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**
9. Foreign items: **N/A**
- 10a. Time of delivery. **To Be Determined at the Task Order level.**
- 10b. Expedited Delivery. **To Be Determined at the Task Order level.**
- 10c. Overnight and 2-day delivery. **To Be Determined at the Task Order level.**
- 10d. Urgent Requirements. **To Be Determined at the Task Order level.**
11. F.O.B. point(s). **Destination**
- 12a. Ordering address. **Same as business address.**
- 12b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
13. Payment address. **iFOS® encourages all customers to remit funds electronically. Please direct electronic remittances to the following address:**  
  
**Intelligent Fiscal Optimal Solutions® (iFOS), LLC**  
**Attn: Accounting Division**  
**9175 Guilford Road, Suite 306**  
**Columbia, MD 21046-2566**  
**[invoices@ifoscorp.com](mailto:invoices@ifoscorp.com)**  
**Swft: PNCCUS33**
14. Warranty provision. **Standard Commercial Warranty Terms & Conditions.**
15. Export packing charges, if applicable. **N/A**
16. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
17. Terms and conditions of installation (if applicable). **N/A**
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 18b. Terms and conditions for any other services (if applicable). **N/A**
19. List of service and distribution points (if applicable). **N/A**

- 20. List of participating dealers (if applicable). **N/A**
- 21. Preventive maintenance (if applicable). **N/A**
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). **N/A**
- 23. Unique Entity Identifier (UEI) Number. **T425BIKASGM9**
- 24. Notification regarding registration in System for Award Management (SAM) database. **Contractor registered and active in SAM.**



## We're Disciplined and Distinctive

Intelligent Fiscal Optimal Solutions® (iFOS) offers professional advisory, assurance and consulting services with dedicated professionals and a distinguishable performance record for public and business engagements. We have built our firm on a solid foundation of knowledge, a forward-looking vision, and a belief in doing business differently. We aim to provide our clients with business results, peace of mind, reduced costs, risk mitigation strategies and remove the complexity of managing your business.

The ability of our partners to make local decisions is balanced with our strong quality control program that helps ensure all significant decisions are reviewed and approved by the appropriate technical personnel.



For awarded engagements, a “central” team which serves as the overall operational and focal team is involved in all phases of the project coordination, scheduling, assignments, communication, review, and reporting phases. The central team reviews any past problems, conduct risk assessment, and then assign various teams customized based upon the engagement to oversee key elements of the statement of work requirements. We also use a separate information systems team through our industry partnerships to review agency specific Federal systems in place. In all our teams, the key factor of our success is that a partner and manager lead the engagement.



## Contract Overview

The General Services Administration (GSA) merged a number of service-related schedules into one to create the Multiple Award Schedule (MAS). Under the GSA Multiple Award Schedule (MAS), **Contract # GS-23F-0102X**, iFOS® offers professional assurance, advisory and consulting services expertise designed specifically for federal, state, local, and other authorized public entities. iFOS® was originally awarded the MAS contract on August 22, 2011. Based upon iFOS® demonstrated performance of delivering high quality services on time and within scope, GSA has exercised the option to extend the ordering period to August 21, 2024. The MAS contract is an indefinite delivery, indefinite quantity ordering vehicle that provides for task orders to be placed as firm fixed price or time and material (T&M) contract types using the labor categories and ceiling rates defined in our awarded contract. Contract type selected is at the discretion of the ordering agency and there is no dollar value ceiling for this contract.



# Awarded SIN Service Offerings

Under our MAS schedule, iFOS® is ready to receive and begin assignments as soon as a contract is awarded, and we manage each task order effectively from beginning to end. Our project professionals will be available to apply the requisite knowledge, skills, and analytical capabilities to perform tasks required in accordance with the Special Item Numbers (SIN) issued under **GS-23F-0102X**. iFOS® assigns dedicated professionals with a commitment to customer service on engagements we undertake. Our engagement teams have the required background checks, professional training and required knowledge to begin providing professional services immediately upon award and assignment of tasks that include but are not limited to the following:

**541211 - Auditing Services** - Financial-related audits, performance audits, recovery audits, transportation audits, and contract audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. Perform an independent assessment of an entity's:

- a) financial statements in conformity with generally accepted accounting principles
- b) financial information, adherence to financial compliance requirements and internal controls
- c) organization or program performance to identify areas for improvement

**541219 - Budget & Financial Management Services** - Accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

**541214 - Payroll Services** - Agency-identified recurring commercial activities such as billing, payroll processing that includes collecting information on hours worked, pay rates, deductions, and other payroll-related data using that information to generate paychecks, payroll reports, and tax filings. These establishments may use data processing and tabulating techniques as part of providing their services.

**541611 - Management & Financial Consulting, Acquisition and Grants Management Support, Business Program & Project Management Services** - Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.



Private Companies  
Practice Section

Small Firm Solutions

## Service Contract Labor Disclosure

**\*\*Service Contract Labor Standards:** *The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when iFOS® adds SCLS/SCA labor categories to the contract through the modification process, we will inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. iFOS® understands failure to do so may result in cancellation of the contract.*

## Advantages of using iFOS® MAS Schedule Contract include:

### EASY

- Reduced paperwork requirements.
- Ordering is as simple as a phone call - iFOS® accepts the Government Purchase Card for Simplified Acquisitions.
- All Federal Agencies and District of Columbia Government are authorized to order from GSA Schedules.
- FAR 8.405-5(a)(1) expressly states that agencies may set aside orders and BPAs for any of the small business concerns identified in 19.000(a)(3).
- No synopsis is required - all competitive requirements have been met through GSA.

### SIMPLE

When you use a GSA-Multiple Award Schedule (MAS)

- GSA Schedule contracts are issued with a five-year base period, with the potential of three five-year options.
- GSA Schedule contracts are negotiated with the intent of achieving the contractors' "most favored customer" pricing/discounts specifically for authorized buyers under similar conditions.
- For orders under \$2,500, order from any schedule.
- For orders over \$2,500, determine the "best value" by looking at 3 or more price lists or use GSA Advantage! For professional services, also prepare a statement of work (SOW), transmit the request for quotation to contractors appearing to offer "best value", then evaluate and select.
- Blanket Purchase Agreements (BPAs) can be established with iFOS®. The long-term relationship developed with our firm will often result in ordering agencies being able to negotiate competitive pricing especially for complex and diversified servicing.

### SECURE

The GSA Multiple Award Schedule (MAS) Program assures that agencies:

- Meet all competition requirements.
- Meet all Federal Acquisition Regulations (FAR) requirements.
- Avoid long solicitation times to service...procurement cost savings.
- Receive discounts based on purchasing power. The more you order, the more you save! We offer both ordering volume and net payment discounts.
- Have access to prequalified contractors with demonstrated past performance.

## LABOR CATEGORY DESCRIPTIONS

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## AUDITING SERVICES

### Engagement Manager

The Engagement Manager is responsible for managing agreed upon services and solutions and delivery of assurance and non-assurance services. Leads project management on non-assurance engagement as accounting and bookkeeping, tax services, advisory services, and management consulting. Oversees the preparation of designing accounting systems, preparing financial statements, reviewing programs, and providing recommendations regarding clients' internal controls and meets with clients' management personnel. Develops and strengthens long-term relationships with senior client management and peer client levels. Develops and is accountable for the assignment work plan and ensures assigned tasks and responsibilities are achieved. Plans, organizes, and controls multiple responsibilities and resources to achieve assignment objectives. Handles escalated client concerns as warranted, including those related to services and fees. Serves as mentor and advisor to partners and managers during various phases of client relationships and technical matters. Master's Degree, at least 10 years of experience and a licensure/certification are required.

Engagement Manager		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Subject Matter Expert	Masters (Required)	10

### Audit Partner

The Audit Partner is responsible for leading engagements in accounting, audit, or financial management advisory services. Oversees and directs the activities of assurance and advisory teams and have ultimate responsibility for signing off on audit reports on attestation and/or agreed upon procedures on advisory engagements. Ensures the specific assurance or non-assurance engagement is completed with appropriate rigor, on time and for signing off on the work completed. Acts as the key relationship contact with the client and ensuring that the client receives a high-quality service. Partners primary focus is on managing their existing client portfolio as well as developing new client relationships. Defines client assignment strategy, objectives, scope, and pricing. Manages assignment risks relative to client and firm requirements. Seeks regular client assessment of assignment progress and overall feedback on performance/value add. Provides support to ensure timely completion of audit projects, including monitoring turnaround and reviewing audit files. Master's Degree, at least 10 years of experience and a licensure/certification are required.

Audit Partner		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Subject Matter Expert	Masters (CPA)	10

### Audit Manager

Responsible for overseeing internal operating controls, processes, and practices; recommend changes and enhancements to existing policies and controls in accordance with standards established by AICPA and/or generally accepted government auditing standards; Plans, organizes, and controls multiple responsibilities and resources to achieve assignment objectives. Partners with clients by understanding their business and industry and by providing ongoing advice, insights, and support. Contributes to the planning and review of audit programs appropriate to the individual company, prepared by the team, to assess whether the planned audit tests will obtain sufficient and appropriate evidence. Recommends changes to processes and procedures based on audit findings.



<b>Audit Manager</b>		
<b>Level</b>	<b>*Minimum Education / Certification Level</b>	<b>Minimum Year Experience</b>
Subject Matter Expert	Bachelors (CPA, CFE, CICA or other Certification Preferred)	10
<p><small>*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.</small></p>		

## Audit Principal

The Audit Principal is responsible for overseeing internal operating controls, technical guidance, processes and practices; recommend changes and enhancements to existing policies and controls to make sure engagement protocols are current, adequate, functional and utilized in accordance with standards established by the customer; generally, oversees a team of Auditors/Accountants on assurance and/or non-assurance engagements, reviewing work and providing guidance; obtains sufficient and appropriate audit evidence, addressing the relevant audit and advisory objectives and demonstrates how it relates to the rest of the engagement, in order to demonstrate knowledge of basic auditing and accounting skills. The Audit Principal has extensive experience with governmental and tax-exempt organizations, performing a number of audits, accounting, and consulting services. Contributes to the planning and review of audit programs appropriate to the individual company, prepared by the team, in order to assess whether the planned audit tests will obtain sufficient and appropriate evidence. Recommends changes to processes and procedures based on audit findings.

<b>Audit Principal</b>		
<b>Level</b>	<b>*Minimum Education / Certification Level</b>	<b>Minimum Year Experience</b>
Subject Matter Expert	Masters (CPA, CFE, CICA, CGFM)	10

## Quality Control Specialist

The Quality Control Specialist primary scope of responsibility includes the Engagement Quality Control Reviews (EQCR) of audited, reviewed and compiled financial statements and inspection of the accompanying workpapers to ensure compliance with all relevant professional and regulatory standards and firm's policies, procedures, and practices. Applies GAAP, GAAS, and GAGAS procedures consistently within complex situations and write technical consultation memorandums on auditing and accounting issues. Develops firm templates to assist engagement teams in implementing new standards and adherence to OMB, and other pronouncements that affect governmental accounting, auditing, and reporting. Researches and advises on the implementation of new accounting and audit standards and serves as a technical resource to managers and staff. Develops and maintains the firm's standard accounting and auditing forms library.

<b>Quality Control Specialist</b>		
<b>Level</b>	<b>*Minimum Education / Certification Level</b>	<b>Minimum Year Experience</b>
Subject Matter Expert	Masters (CPA, CFE, CICA)	10

## Audit Supervisor

The Audit Supervisor role is responsible for the “in-charge” responsibilities on review and compilation engagements. This position handles multiple client engagements, special projects, supervising staff, and review of work papers and financial statements. Facilitates the detailed test work and overseeing the documentation of results in audit work papers. Provides guidance and trains engagement team. Reviews work papers, financial statements and reports for accuracy, completeness, compliance, and detail. Tracks the progress of the engagement including the budget and helps resolve accounting, auditing, and reporting problems, as needed. Creates the work plan and timeline for all project deliverables and performs critical test procedures. Contributes to the planning and review of audit programs appropriate to the client customer, prepared by the team, in order to assess whether the planned audit tests will obtain sufficient and appropriate evidence. Recommends changes to processes and procedures based on audit findings. Demonstrates project management skills and inspires teamwork.

Audit Supervisor		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Master	Masters (CPA, CFE, CICA)	8

## Senior Auditor

Senior labor category typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently and may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job. Responsible for assessing, identifying, and documenting key controls, financial/business management processes, financial reporting, and analysis, monitor internal control systems, risk and control assessments, risk management, and correct potential/hidden gaps to achieve audit goals. Provide solutions of financial/business methodologies by understanding customer objectives, structure, policies, processes, internal and external controls to develop Standard Operating Procedures, Process Cycle Memorandums, Control Evaluation Matrix, Prepared by Client Listing, Notices of Findings and Recommendations, Corrective Action Plans, Test of Designs and Test of Operating Effectiveness to resolve any significant deficiencies and material weaknesses. Knowledge of at least two of the required areas in GAGAS, GAAS, GAO Accounting Procedures, Standard General Ledger and OMB 2 CFR 200, A-123, and other Treasury regulatory guidance. Performs forensic expertise in support of investigations of fraud, corruption, waste, or abuse involving operations or staff in areas in which fraud, waste or abuse is alleged or suspected, including, but not limited to, the auditing of records and accounts as related to funded projects and contracts. Performs testing procedures and prepares working papers to support business outcomes. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.

Senior Auditor		
Level	*Minimum Education / Certification Level	Minimum Year Experience
III (Sr)	BA/BS	8
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

## Auditor

Responsible for performing all functional auditing duties independently to obtain sufficient and appropriate audit evidence, addressing the relevant audit objectives and demonstrates how it relates to the rest of the audit. Contributes to the planning and review of audit programs appropriate to the firm, prepared by the team, to assess whether the planned audit tests will obtain sufficient and appropriate evidence. Recommends changes to processes and procedures based on audit findings. Performs testing procedures and prepares working papers to support business outcomes. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices. Knowledge of industry required areas in GAO Accounting Procedures, Standard General Ledger and OMB 2 CFR 200, A-123, and other Treasury regulatory guidance. Provides forensic expertise in support of investigations of fraud, corruption, waste, or abuse involving operations or staff in areas in which fraud, waste or abuse is alleged or suspected, including, but not limited to, the auditing of records and accounts as related to funded projects and contracts. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.

Auditor		
Level	*Minimum Education / Certification Level	Minimum Year Experience
II (Gen)	BA/BS	5
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS <sup>®</sup> and the customer based on task requirements.		

## Systems Auditor

The Systems Auditor role conducts application and system audits, including conducting the planning work on assigned projects, audit planning memos, risk and control matrices, and flowcharts of significant operations. Provides specialized information systems audit services to assist financial auditors by providing an assessment of general control risks in agency financial management systems comply with established Federal system requirements including OMB, FMFIA, NIST, DATA and FISMA guidelines. Supports financial auditors by providing risk assessments and tests of computerized application controls in the automated financial management systems. Supports staff auditors to ensure that accurate data is accumulated in a format suitable for the audit; assistance may include data extraction, data analytics, and report generation. Tests automated application controls in paperless environments for audit efficiency in spreading audit procedures more effectively between interim and year-end work. Reviews systems for compliance with various governmental granting agencies including 2 CFR 200 audit compliance.

Systems Auditor		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Advanced	Bachelors (CPA, CFE, CICA, CISA)	5

## Junior Auditor

Responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions to obtain sufficient and appropriate audit evidence, supporting the relevant audit objectives and documenting audit workpapers. Contributes to a section of assurance programs to assess whether planned tests provide sufficient and appropriate evidence. Recommends changes to processes and procedures based on audit findings. Performs testing procedures and prepares working papers to support independent audit and review outcomes. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations as 2 CFR 200, Cost Accounting Standards, AICPA and/or industry best practices. Provides support of investigations of fraud, corruption, waste, or abuse involving operations or staff in areas in which fraud, waste or abuse is alleged or suspected, including, but not limited to, the auditing of records and accounts as related to funded projects and contracts. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.

Junior Auditor		
Level	*Minimum Education / Certification Level	Minimum Year Experience
I (Junior)	Associates	2
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

## Risk Management Analyst

The Risk Management Analyst is responsible for customer support activities related to risk management and mitigation. This position provides services related to conducting risk assessments, tracking risks and Risk Owners, maintaining the Risk Management database, facilitating the development of Risk Response Plan courses of action, and monitoring the successful completion of Risk Response Plan courses of action. Supports detailed risk assessments assisting the risk owners to analyze risk and develop detailed risk mitigations steps documented in the Integrated Master Schedule. Conducts and assists risk owners in conducting qualitative and quantitative risk analysis determining cost, schedule and/or performance impacts if risk is realized. Performs risk identification, qualitative or quantitative risk analysis and response planning as related to budgetary, financial and program management. Consult with customer management officials in the development and implementation of a system to capture and track control deficiencies, as well as internal and external audit findings to resolution. Assist in developing process and policies for reporting findings. Develop and implement corrective actions to resolve material weaknesses, significant deficiencies and other control failures based upon robust multi-faceted root cause analysis. Leverage automation to standardize controls to the greatest extent possible to create efficiencies, repeatability, auditability, and enhance risk-based decision making. Provides expert technical advice and assistance; performs in-depth conformance reviews, audits, and evaluations. Bachelor's Degree and at least 5 years' experience is required.

Risk Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
General	Bachelors	5

## ADVISORY SERVICES

### ACCOUNTING

#### Project Manager

Provides strategic advice, technical guidance and expertise to program and project staff; Provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues; Consults with client to define need or problem supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions. Responsible for the coordination, performance, and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with government contract and program management staff for reporting project status. Responsible for assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates.

Project Manager		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Subject Matter Expert	Masters (CPA or PMP)	10
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

#### Accounting Manager

Oversees daily financial management activities for compliance with government standards in accordance with GAAP and basic accounting principles; review transactions in financial system for accuracy in reporting and performance metrics to customer; producing reports transactions necessary for month/year-end processing; responsible for providing recommendations for appropriate fiscal spending; recommend changes/updates to existing policies and controls to make sure they are current, adequate, functional and utilized in accordance with standards established by the customer; generally, oversees a team of Accountants, reviewing work and providing guidance; assisting in development and implementation of financial systems; contributes to the review of financial transactions and corrective actions to be taken to ensure transactions are completed in accordance with GAAP and basic financial principles. Master's Degree, at least 10 years' experience and a licensure/certification are required.

Accounting Manager (SME)		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Subject Matter Expert	Masters (CGFM)	10
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

## Senior Accountant

Senior labor category typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently and may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job. Experience with the accounting and reporting requirements related to appropriations, fund balance with Treasury, and applicable budgetary execution reporting, either via direct involvement, or via direct auditing, examining, and evaluating of operations. Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Develops Department-wide reports for submission to OMB, Treasury, and Congress. Provides forensic accounting expertise in support of investigations of fraud, corruption, waste, or abuse involving operations or staff in areas in which fraud, waste or abuse is alleged or suspected, including, but not limited to, the auditing of records and accounts as related to funded projects. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Determines proper accounting classification and reconciles accounting transactions to pro forma financial statements. Performs accounting research to develop drafts on business process improvements. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.

Senior Accountant		
Level	*Minimum Education / Certification Level	Minimum Year Experience
III (Sr)	BA/BS	8
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

## Accountant

Responsible for performing all functional accounting duties independently to examine, analyze, and interpret accounting records to prepare financial statements, give advice, and evaluate statements prepared by others. Installs or advises on systems of recording costs or other financial and budgetary data. Experience in any of the following fields: financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics. Provides support in the areas of accounting and reporting requirements related to appropriations, Fund Balance with Treasury, and applicable budgetary execution reporting, either via direct involvement, or via direct auditing, examining, and evaluating of operations. Develops Department-wide reports for submission to OMB, Treasury, and Congress. Provides forensic accounting expertise in support of investigations of fraud, corruption, waste, or abuse involving operations or staff in areas in which fraud, waste or abuse is alleged or suspected, including, but not limited to, the auditing of records and accounts as they relate to funded projects. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Determines proper accounting classification and reconciles accounting transactions to pro forma financial statements. Performs accounting research to develop drafts on business process improvements. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.



<b>Accountant</b>		
<b>Level</b>	<b>*Minimum Education / Certification Level</b>	<b>Minimum Year Experience</b>
II (Gen)	BA/BS	5
<p><small>*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.</small></p>		

### Junior Accountant

Responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions to in any of the following fields: financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics. Knowledge of at least two of the required areas in GAAP, GAGAS, GAO Accounting Procedures, Standard General Ledger and OMB and Treasury regulatory guidance. Experience with the accounting and reporting requirements related to appropriations, fund balance with Treasury, and applicable budgetary execution reporting, either via direct involvement, or via direct auditing, examining, and evaluating of operations. Develops Department-wide reports for submission to OMB, Treasury, and Congress. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Determines proper accounting classification and reconciles accounting transactions to pro forma financial statements. Performs accounting research to develop drafts on business process improvements. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.

<b>Junior Accountant</b>		
<b>Level</b>	<b>*Minimum Education / Certification Level</b>	<b>Minimum Year Experience</b>
I (Jr)	Associates	2
<p><small>*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.</small></p>		

## FINANCIAL & BUSINESS ANALYSIS

### Financial Manager

Considered a high-level technical expert consultant/analyst in multiple areas of Financial Management services provided to government clients, with specialized and unique capabilities to perform and/or integrate highly complex professional services in several operational, functional, or organizational areas such as Budgeting, Financial Reporting and Accounting. Examines, analyzes, and interprets accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Installs or advises on systems of recording costs or other financial and budgetary data; analysis of the financial system to provide customer with overall financial performance metrics; thorough understanding and knowledge of GAAP as it applies to financial reporting; monitoring obligations and financial analysis completed by staff; training on use of financial system; make recommendations to customer for long-/short- term financial goals related to budgeting, accounting and other financial reporting. Master's Degree, at least 10 years' experience and a licensure/certification are required.

Financial Manager		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Subject Matter Expert	Masters (CGFM)	10
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

### Senior Financial Analyst

The Senior Financial Analyst is responsible for supporting the application of government financial business practices and processes. Assists in applying sound accounting and data processing principles. Integrate government financial business practices. Provides financial support in developing and implementing policy, guidance, best practices, and lessons learned applicable to financial data and financial management information systems. Assist in the preparation and documentation of all Planning, Programming, Budgeting and Execution System (PPBES) actions. Coordinates Program Objective Memorandum (POM) builds, Budget Estimate Submissions (BES) for out-year financial documents. Assist in preparation of POM materials. Provide expert advice on financial management systems used in planning programming, budgeting, and execution of DoD financial management systems. Provide expert advice on updates to financial management policy. Performs a variety of tasks that require both practical and specialized experience; researches current or new management practices for application to programs or operations; assists in PPBE (planning, preparation, budgeting, and execution) process for allocation of budgetary resources, Tableau reporting and datamining.

Senior Financial Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
III (Sr)	BA/BS	8

## Financial Analyst

Responsible for performing all financial management duties to include: audits, financial analysis, analysis of customer financial processes, business process improvement, reconciliations, verifying account balances, GL analysis, analysis and advisory related to the effectiveness of programs and/or the efficiency of the management of operations; identifies procedural problems in program operations, using quantitative or qualitative methods; conducts studies on operating programs; analyzes findings; make recommendations in reports or regulations to confer with and assist managers; Performs a variety of tasks that require both practical and specialized experience; researches current or new management practices for application to programs or operations; assists in PPBE (planning, preparation, budgeting and execution) process for allocation of budgetary resources, Tableau reporting and datamining.

Financial Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
II (Gen)	BA/BS	5
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

## Junior Financial Analyst

Responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions to performs financial management activities to include: audits, financial analysis, analysis of customer financial processes, business process improvement, reconciliations, verifying account balances, GL analysis, analysis and advisory related to the effectiveness of programs and/or the efficiency of the management of operations; identifies procedural problems in program operations, using quantitative or qualitative methods; conducts studies on operating programs; analyzes findings; make recommendations in reports or regulations to confer with and assist managers; Performs a variety of tasks that require both practical and specialized experience; researches current or new management practices for application to programs or operations; assists in PPBE (planning, preparation, budgeting and execution) process for allocation of budgetary resources, Tableau reporting and datamining.

Junior Financial Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
I (Jr)	Associates	2
*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.		

## Senior Business Data Analyst

The Senior Business Data Analyst provides services to gather business and system requirements for data movement and controls, and to develop and document mappings and rules. Influences the mapping of the data elements, terms, and definitions to logical data model. Engages with developing User Acceptance test cases and data sets. Develops test cases, test scripts and performs sit/user acceptance testing for data application projects. Gathers and prepares Business Operational Readiness Review document. Facilitates interviews with subject matter experts, review documentation across various lines of business / areas on core defined functions and synthesize the information into a presentable format for decisioning by key leaders and stakeholders. Summarize findings and playback to leaders using appropriate tools (e.g. Excel, PowerPoint, etc.). Position level is determined based upon the years of related work experience in the Government, military, or industry.

Senior Business Data Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
II (General)	BA/BS	5

## Business Data Analyst

The Business Data Analyst supports customers projects, initiatives and decision making with business and data analysis. Identifies and delivers additional data/information needs. Maintains, enhances, and creates dashboards. Recommends changes in business model and processes to achieve efficiencies, service level or experience improvements. Defines the business and data requirements. Participate in operational discussions for problem resolution and be able to communicate complicated business/technical solutions. Analyzes current operational models and identify performance improvement opportunities. Improves data culture by providing data visualization ready to use templates. Interfaces with the data and applications teams, as well as agency stakeholders. Simulates the outcome of changes in process and workflow. Assists with the development of requirements, testing, training documents, SOPs and related materials for projects, applications, and services. Maintains user reference by writing and rewriting database descriptions. Position level is determined based upon the years of related work experience in the Government, military, or industry.

Business Data Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
II (General)	BA/BS	5

## BUDGET SERVICES

### Budget Manager

The Budget Manager demonstrates a high level of experience/qualifications in mission critical aspects as it applies to Strategic Planning for budget estimate submissions; President's Budget (PB), National Defense Authorization Act Certification documents and budgets and program documents such as: O&M/ budgeting, execution, and spend plans and performs assigned duties independently. The Budget Manager is considered a high-level technical expert consultant/analyst with specialized and unique capabilities to perform and/or integrate highly complex professional services in several operational, functional, or organizational areas to include: the full budget process (formulation, justification, execution and closeout), monitoring obligations and financial analysis completed by other budgetary staff, submission of budget justifications, GPRA and other financial management activities; assists in overseeing the budget process for government clients; thorough understanding and knowledge of OMB standards for the Federal budget process; activity-based cost management support, budget system control reviews, management and internal control reviews. Master's Degree, at least 10 years' experience and a licensure/certification are preferred.

Budget Manager		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Executive Leadership	Masters	10

### Budget Analyst

Supports functional efforts by performing financial planning, budget formulation, execution, and monitoring, managerial cost accounting, financial analysis, financial management systems, financial risk analysis, other financial reporting, management controls. Provides financial oversight of agency activities, performance measurement, provides recommendations on improving agency financial management processes and systems on a continuous basis, and any other type of financial consulting and technical assistance that is deemed to be necessary by agency senior financial and program managers. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Excellent communication skills and a demonstrated proficiency in Microsoft Office. Position level is determined based upon the years of related work experience in the Government, military, or industry.

Budget Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
IV(SME)	BA/MBA	10+
III (Senior)	BA/BS	8
II (General)	BA/BS	5
I (Junior)	Associates	2

## Senior Procurement Specialist

Senior labor category typically works on high-visibility or mission critical aspects of procurements and performs all functional duties independently. Oversees the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to agency compliance of FAR/DFARs practices within budgetary constraints; assist in the preparation and analysis of new and existing contracts for acquisition and retention; prepares agency's internal controls for the total acquisition life cycle including deployment support, administration and final disposition; assist contracting officials to negotiate complex, high-dollar value contracts and implementation strategies for developing government cost estimates; updates to the knowledge and thorough understanding of procurement law relating to FAR and GAAP; Bachelor's Degree, at least 8 years' experience and a licensure/certification of DAWIA Level III or Certified Federal Contract Manager (CFCM).

Senior Procurement Specialist		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Senior	Bachelors (CFCM required)	8
<p>*Note: In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by iFOS® and the customer based on task requirements.</p>		



## GRANTS MANAGEMENT

### Grants Manager SME

The Grants Manager is responsible for managing and supports functional efforts by performing pre/post award activities. The subject matter expert provides risk management analysis and award monitoring oversight of federal programs and manages aspects of 2 CFR 200 audits. This position observes trends, anomalies, and inaccuracies in grant funded projects to add to the investigative documentation on risks associated with grants monitoring and administration. Makes recommendations to refine review strategy based on recipients desk reviews. Explores issues and concerns with recipients during teleconference and/or on-site reviews. Prepare Grants Officer's Technical Representative (GOTR) Memorandum. Deliver training for updates as well as technical assistance as it relates to their specific work streams of Grants Pre/Post award Administration. Provide instructional design support for regional grantee meetings and internal training workshops, as well as assist with on-site facilitation, coordinate logistics, and prepare and maintain content for these events. Position level is determined based upon the years of related work experience in the Government, military, or industry.

Grants Manager SME		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Subject Matter Expert	Masters (CGFM)	10

### Senior Grants Management Specialist

The Senior Grants Management Specialist performs a variety of technical grant related and financial analysis of new, refunding, and supplement grant for funding to ensure all required forms, assurances, and agreements. This position coordinates grant application status; conducts post-award monitoring of grantees activities. Performs initial comprehensive cost analysis on approved grant applications to ensure compliance with Federal laws and 2 CFR 200 regulations. Verifies Indirect Cost Rate Agreements, and evaluate specific elements of cost for necessity, reasonableness, and allowability. Prepares written recommendations for Grants Officer based on analysis of cost data. Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets. Researches list of grantees excluded from Federal Procurement Programs to ensure prospective grantee does not appear on any of these lists. Prepares the Notice of Award (NOA) document for each assigned grant award in compliance with agency policies and procedures. Reviews grantees post-award requests regarding carry-over of un-obligated funds, changes in the approval of equipment purchases, and no-cost extensions of project periods to ensure conformance with agencies policies and procedures. Coordinates review of grantee requests with appropriate program official; prepares documentation to formalize requested post-award action. Reviews Financial Status (Sf-425) submitted by grantees to ensure funds are being spent in compliance with applicable cost principles and terms of grant award. Participate in Case Management Meetings to discuss agency and program performance, strengths, and challenges and to develop a plan to mitigate risk including identifying the need for technical assistance.

Senior Grants Management Specialist		
Level	*Minimum Education / Certification Level	Minimum Year Experience
III	Bachelors	8

## Grants Management Specialist

The Grants Management Specialist is responsible for delivering services related to providing grants administration guidance and support to customers and recipients. Manages the receipt, duplication, and distribution of Notifications of Funding Opportunities (NFOs), i.e., Annual Program Statement (APS) and Request for Application (RFA) materials, to include but not limited to concept papers and application submissions. Conducts risk assessment of applicants to determine awardee eligibility. Conducts cost analysis to determine reasonableness, allowability and allocability of proposed costs for assigned awards. Prepares and provides guidance to agency and partner organizations of the legal requirements, policies and regulations, award terms and procedures for Federal grants. Reviews Financial Status (Sf-425) submitted by grantees to ensure funds are being spent in compliance with applicable cost principles and terms of grant award. Provides training to junior level grants specialists and technical assistance, oversight, advice, expertise, and consultation to program officials, awardees, review panels, applicants, as needed. Assists in preparation and dissemination of guidelines for grants management submissions, detailed implementation plans, annual, mid-term, and final reports, evaluations, related studies, and other documents required for awards (i.e., transfer authorizations, grants and/or cooperative agreements.) Performs analysis of a proposed budget to assure costs in the award budget are reasonable, allowable, and allocable in accordance with the applicable cost principles. Responds to data calls and develop ad-hoc reports as requested. Position level is determined based upon the years of related work experience in the Government, military, or industry.

Grants Management Specialist		
Level	*Minimum Education / Certification Level	Minimum Year Experience
II	Bachelors	5

## Junior Grants Management Specialist

The Junior Grants Management Specialist performs services to support the tracking of grant applications, financial reports, and audits. Assisting federal staff with preparing documents within the grant life cycle. Maintains and updates data in existing government databases and data management systems. Supports functional efforts by performing pre/post award activities. Responds to queries relating to grant expenditures, budgets, and carryover balances. Coordinates with agencies program stakeholders in preparing interim reports and final accounting of program activity. Ensures grant files are up to date with original agreements and copies of all modifications, correspondence, and reports. Conducts cost analysis to determine reasonableness, allowability and allocability of proposed costs for assigned awards. Develops templates, as required, associated with the administration of grants and cooperative agreements to include but is not limited to formal memos and letters, modifications, award documents, waivers and close-out documentation and standard operating procedures. Position level is determined based upon the years of related work experience in the Government, military, or industry.

Junior Grants Management Specialist		
Level	*Minimum Education / Certification Level	Minimum Year Experience
I	Associates	2

## CONSULTING SERVICES

### Program Support

The Administrative Program Support Specialist provides support to the organization leadership including but not limited to deploying various approaches for improving internal control governance processes, minimizing operational deficiencies, and preparing reports and briefings to comply with the applicable sections of both OMB A-123 and Federal Financial Management Improvement Act (FFMIA). Assists with process improvement diagnoses and recommends program cost efficiencies. Analyzes funding issues related to obligation and de-obligations, document failures, and other posting problems related to internal control failures. Assists with standardization of monthly protocols to support compliance with Improper Payments Elimination and Recovery Improvement Act (IPERIA), Do not Pay (DNP), OMB A-123 Appendix B -Government Charge Card Programs and/or Appendix C-Requirements for Payment Integrity. Prepares standardized correspondence documents to employees and general public regarding claim status. Provides policy reviews and entitlement counseling, computation for employee pay, benefits and claims. Delivers documentation and training assistance related to travel, payroll, and payment management. Provides customer support for operational issues, as well content management solutions for the review and maintenance of related business cycle records. Position level is determined based upon the years of related work experience in the Government, military, or industry.

Program Support Specialist		
Level	*Minimum Education / Certification Level	Minimum Year Experience
Senior	Bachelors	8
General	Bachelors	5
Junior	Associates	3

### Public Policy Analyst

The Public Policy Analyst is responsible for the research, analytical and programmatic support on a range of relevant issues related to agencies' public policy efforts. Conducts primary research; drafts memos, public policy research reports, issue analyses, talking points, presentations, etc.; assists in tracking and analyzing public policy changes that affect industries under agency regulatory oversight. Identifies and utilizes a variety of internal and external data sets to generate analyses, maps, charts, graphs, etc. to create meaningful visuals, presentations, reports, and other work products to support policy research and analytic efforts. Assists with policy and data surveillance activities; systematically collects tracks, codes, and stores policy data variables. Maintains databases, datasets, mapping resources and other tools to systematically track and organize the repository of public policy information. Assists in developing tools to translate policy data into usable visuals and infographics for clients and other stakeholders. Monitors, tracks, and analyzes large datasets from federal and state agencies related to policy. Bachelor's Degree and at least 5 years' experience is required.

Public Policy Analyst		
Level	*Minimum Education / Certification Level	Minimum Year Experience
General	Bachelors	5